

City of Chattanooga, TN
Personnel Class Specification

Class code 0402

FLSA: Exempt

CLASSIFICATION TITLE: SUPERVISOR, CIVIC FACILITIES OPERATIONS

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise and coordinate operations of the civic facilities including custodial work, building maintenance and repair, event set-up, and facilities management.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Oversees civic facilities operations; coordinates technical and stage set-up, building maintenance and custodial work with subordinate staff; plans work schedules; monitors and inspects work in progress and upon completion to ensure compliance with contracts and agreements; trains and instructs staff; enforces policies and procedures.

Interacts with supervisor, stage managers, box office and concessions staff, administrative staff, production and custodial workers, other city staff, and the general public.

Reviews event set-up diagrams for productions and shows; directs production and stage assembly work.

Manages operation and use of facilities; coordinates staffing, security and production support needs before, during and after events.

Monitors and inspects facilities and systems to ensure proper working order and condition; reports needed maintenance and repair work; coordinates in-house and contract maintenance work; prepares safety reports.

Inspects auditorium, theatre and support facilities for needed cleaning and routine maintenance; supervises custodial work; orders custodial supplies as needed; maintains supplies inventory.

Prepares, submits for approval, and/or processes various documents including purchase requisitions, purchase orders, payment vouchers, billing invoices, payroll time sheets, inventory reports, building maintenance reports, safety reports, leave requests, etc.

Operates two-way radio, personal computer, calculator, printer, copier, facsimile, typewriter and various custodial equipment including a buffer and vacuum cleaner.

Assists in collecting concession and box office receipts; prepares related settlement reports.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in business administration, facilities management; supplemented by one (1) to two (2) years previous experience and/or training involving facilities management and general administration work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment

to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, wetness, fumes, temperature and noise extremes, machinery, vibrations, electric currents, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.